MyAYF2012 User Manual

For AYF League Personnel, Association, League or Team Administrative Users.

MYAYF INTRODUCTION

The Myayf is the members-only control panel found at http://www.myayf.com.

MyAYF consists of two main functions:

The first is to provide a central place where your organization can control/manage your organizations membership within AYF/AYC; this includes managing number of teams, naming teams, assignment of team contacts and coaches, managing rosters and submission and accessing Official Membership Certificates.

These options can all be found in the "Member Profile" and "Roster" sections of Myayf.com

The second function of Myayf.com is to provide all of your *users* (the individuals that your organizations grant permission to myayf.com) the ability to access AYF/AYC member resources and services, which include: AYF/AYC publications such as rule books and manuals, administrative resources like paperwork, forms, and special programs in education and training, as well as event details, sponsor offerings, fundraising programs, grant opportunities and more all accessible at MyAYF.

DATA (ROSTER) ENTRY

One critical function of MyAYF is that it is built into AYFs private database. As you add your users and participants, rest assured that your information is safe and protected.

Roster entry is a crucial way that AYF/AYC member organizations provide proof of their existence as an active, sanctioned youth program. This information is mandatory to provide your organization with many of AYF/AYC services and benefits for various reasons, all of which are for internal certification and reporting, AYF's policy is to never share member data with any third party.

Proper data entry to MyAYF's private database provides eligibility to participate in AYF/AYC events, tournaments, meetings and also allows for member services and benefits, including: donations, grants, 501 C3 status, academic/athletic/giving back scholarships and awards, gifts and giveaways.

Please additionally consider that potential donors may sometimes request visual proof of member data to certify our memberships existence, activity and locations. This process of collecting data at MyAYF is imperative for AYF to collect donations, grants and funds which we continually distribute to our membership; by entering your teams data on-time, you are not only making your league eligible for great benefits but also benefiting the entire youth football and cheer community across the US.

MYAYF USERS and PERMISSION

Organizational Users

Your organizations primary administrators determine who the MyAYF users are in your organization. No one else is permitted to access/add any users to your MyAYF account; this can only be done by your organization. There is no limit on the number of users that you can add. There is no charge for users and AYF recommends adding as many league administrators, volunteers, and coaches as are in your organization so that all can access basic AYF/AYC services and resources and assist in the betterment of your teams/leagues.

Permission and User Access

While all users can access AYF's resources, only certain users can access and manage their organizations membership details (the options listed in the "Member Profile" and "Roster" section or myayf.com).

The access that a MyAYF user has will differ depending on the position the organization's primary administrator has designated them.

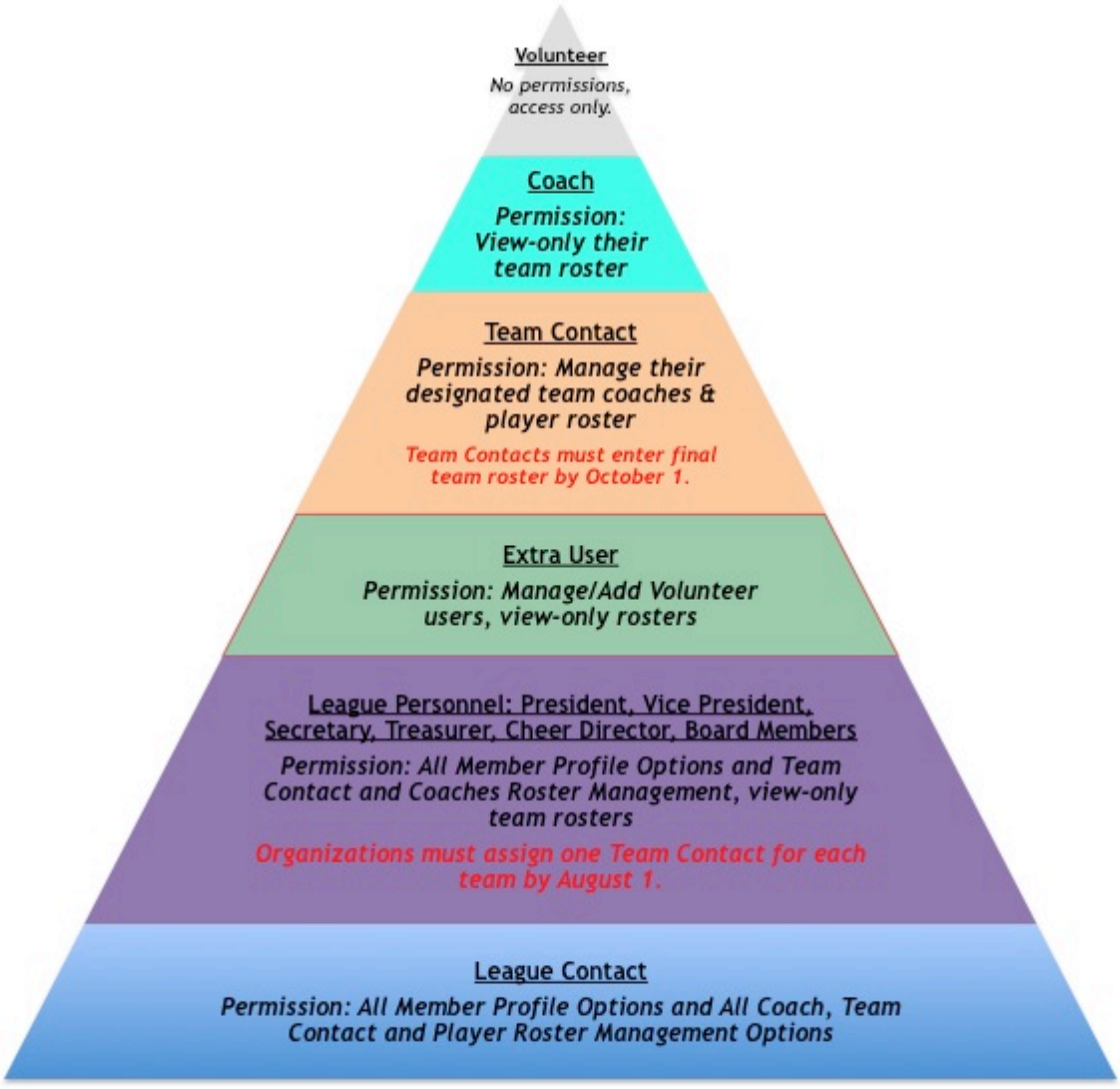
When adding a user, primary administrators will need to select a title/position for each user. By selecting a position, you are ultimately assigning that user a permission level.

MyAYF's positions include: League Contact, President, Vice President, Secretary, Treasurer, Cheer Director, Board Member, Extra User, Volunteer, Team Contact and Coach. Please see further details below on each position and their permission level.

USER POSTIONS AND PERMISSION LEVELS

There are SIX basic levels of access that can be designated by position at Myayf: League Contact, League Personnel, Extra User, Team Contact, Coach, and Volunteer.

Below is the MyAYF Permission Pyramid, the bottom level users have the most access and the top users have the least.


Volunteer
No permissions, access only.
Coach
Permission: View-only their team roster
Team Contact
Permission: Manage their designated team coaches & player roster
Team Contacts must enter final team roster by October 1.
Extra User
Permission: Manage/Add Volunteer users, view-only rosters
League Personnel: President, Vice President, Secretary, Treasurer, Cheer Director, Board Members
Permission: All Member Profile Options and Team Contact and Coaches Roster Management, view-only team rosters
Organizations must assign one Team Contact for each team by August 1.
League Contact
Permission: All Member Profile Options and All Coach, Team Contact and Player Roster Management Options

Descriptions of the 6 User Positions and Permission

1. League Contact

When joining/renewing (at joinayf.com) the organizations registrant must enter the full contact information for the "PRIMARY ORGANIZATION CONTACT PERSON" this person is also referred to as the League Contact.

The primary organization contact is the person who will receive the AYF Welcome Package in the mail, the AYF ID card deliveries (in applicable years) and other special programs/initiatives that require communication and mailings to your organization from National Headquarters. While other users can be designated as League Contacts in MyAYF, the primary contact person added during the registration process will be the one to receive (hard) mailings from AYF and official communications from the AYF/AYC National Office.

League Contacts can also be added and designated at MyAYF. There can be multiple League Contacts designated for your organization. League personnel can designate a user a League Contact by following the steps to ADD/MODIFY LEAGUE PERSONNEL on page 7 of this manual.

The League Contact has access to all options in MyAYF plus they have access to manage (add/modify/export) all of the organizations teams rosters. The League Contact is the only user with access to modify all the team rosters in the organization.

League Contacts and League Personnel function is similar; the only exception is that the League Contacts have access to the team's player rosters.

2. League Personnel

League personnel include and refer to the positions: President, Vice President, Secretary, Treasurer, Cheer Director, and Board Members. All of these positions have the same permission levels in MyAYF.

All League personnel will be granted the same permission level. League personnel have access to all options in the "Member Profile" section and "Roster" section with the exception of player rosters. League personnel can manage teams, assign coaches and team contacts to teams however they cannot add players to teams or modify team rosters.

When joining AYF, the contact responsible for registering the league will have the opportunity to assign key league personnel by adding their positions and contact information. Please note that league personnel can be added at anytime at myayf2011.com.

League personnel are permitted to add/designate or modify the settings or positions of other League Personnel.

Please note that several League Personnel may be designated the same position.

To add these users see ADD/MODIFY LEAGUE PERSONNEL on page 7 of this manual.

3. Extra Users

Extra users are administrators that do not have League Personnel level permission. The only administrative option that the Extra User has is the ability to manage/add "Volunteer" users.

League contacts and personnel can add Extra Users, see page 8 of this manual for instructions.

4. Team Contacts

The Team Contact is the user that League Contacts/League Personnel must assign (in MyAYF) to each of their teams by August 1st. Team Contacts are the designated persons the organization deems responsible for adding the teams roster by the October 1st due date. The Team Contact is the only team level individual who has permission to add/modify/print their team's rosters.

The Team Contact can be a coach, a team mom, a team administrator or a league administrator; this decision is left entirely up to the organization. It is permissible for a league to assign the same team contact to multiple teams in the organization, however this is not recommended. It is recommended that there is one designated team contact for each team in your organization to facilitate administrative requirements and provide added credibility to your organization.

In the "Roster" section of MyAYF the Team Contact will find that they have access to manage the team's coaches and players. They will be able to add/modify/export and print rosters (only for team which they have been designated).

Team Contact can be added by League Personnel and League Contacts. To assign Team Contacts to teams see page 7 of this manual.

Requirement for Team Contacts

League Personnel are responsible for designating one Team Contact in the Myayf.com system for every team in the organization added by August 1st.

These team contacts are responsible for entering their team roster into the "Roster" section by October 1st.

Important: Team Contacts must not modify the team roster after October 1st (the due date); otherwise the team will be flagged as ineligible for AYF/AYC sanctioned tournaments and competitions.

5. Coaches

Coaches will not have any administrative access, but they will have access to all AYF/AYC publications and resources in MyAYF. Coaches assigned to teams will NOT have access to the 'member profile', nor will they have access to manage/modify their teams 'roster' data; they can only view their team's roster.

Coaches are a mandatory addition to the teams roster and all team coaches must be added to the team prior to the October 1st due date.

Coaches may be added to teams by League Contacts, Personnel and Team Contacts (only for their designated team). See page 7 of this manual for instructions.

6. Volunteers

Volunteers will be sent access to AYF/AYC publications and resources but they will not be permitted to access the "member profile" or the "roster" section of MyAYF. They will have no administrative permissions.

Volunteers may be a parent, a referee or a trainer. A Volunteer is a useful designation to allow those without a formal league "position" to be added to Myayf.com for access to AYF resources. For your use and record, there are some extra fields here for notes including: First Aid Cert. Exp. Or CPR Cert. Exp. Background Check Date or Finger Print Date. Feel free to mark details.

Volunteers may be added by League Contacts, Personnel and Extra Users. See page 8 for instructions on how to add Volunteers.

POSITION SELECTION

Since all youth organizations differ in their organizational charts, the permission levels in MyAYF may not properly reflect the responsibility of each position in your organization, the organization can therefore designate arbitrary positions to its users to properly grant them the accurate permission level in MyAYF. AYF is not concerned with "positions" rather the objective is that the administrators responsible for adding their users to MyAYF can find an appropriate match in access/restriction for each of their users.

For example, if a board member in your league is simply an advisory position and does not need management access to the organizations profile, that user should be designated an Extra User or a Volunteer (rather than Board Member) to limit access/permission.

Please be advised that each user can see the position they have been designated in the "welcome bar" once they sign in at MyAYF.

PLAYERS (Football/Cheer/Dance Participants)

As the team rosters are added at MyAYF and the players valid email addresses are included as part of the rostering process, they will NOT be sent access to MyAYF, instead they will be sent a *player ID number* that will grant them access to join www.ayfplayers.com, the AYF and AYC Players Only Private Social Network. The automatic email with their Player ID number will be sent to them within 24 hours.

The automatic email that players will receive once their email has been entered as part of their team roster at MyAYF:

Welcome to American Youth Football and Cheer!
Your team roster has just been registered with American Youth Football and Cheer for the football season.
Here is your Official Player ID Number: XXXXXXXXXXXXX
Use this number to sign in and create your player profile in the Players ONLY social network at www.ayfplayers.com. Make friends with other football players and cheerleaders from across the country, compare your stats and get ranked, share cheers and post pictures and highlights videos, win cool prizes from AYF and Under Armour and even compete to be named a national all-star!
See you at ayfplayers.com!
Have a great season!

LEAGUE MANAMGEMENT (MyAYF section labeled "Resources"):

All users have access to the 'Resources" Menu in MyAYF. The "Resources" section includes: Rules & Manuals, Grants and Funding Resources, Insurance, Forms, Non – Profit Status, Special Offers, Training Resources and Cheer Resources.

These sections provide a safe, centralized location for your organization to find important documents and details, contact information, reports, paperwork, forms etc. The resources section should prove helpful when trying to organize numerous events, manage equipment, control multiple venues and organize and educate volunteer helpers.

REGISTERING FOR MYAYF

There are now two options for registering for MyAYF.

New Users

If your organization is new to AYF you will need to log into Myayf.com to register your organization.

1. Visit Myayf.com
2. Click the Join Now button in the middle of the page.
3. Select the Join Now button listed under New Members
4. Read about the information needed to complete your application
5. Scroll to the bottom of the page and press the Join Now button
6. Choose your membership structure (Local or National)
7. Choose your organizational structure (Conference, Association, Team or Squad)
8. Fill out your organizations Information
9. You may add additional users at this time or continue with registration
10. Add the number of teams you wish to pay for
11. Fill our payment information, make sure to Check the box agreeing to membership terms

12. Registration is complete. Log into the system to access AYF Member Benefits and add any additional users or teams.

Returning Members
If you registered with MYAYF last season, follow these steps

1. Visit Myayf.com
2. Click the Join Now button in the middle of the page.
3. Sign In under returning members with your e-mail and password form last season
4. Review your membership information to ensure it is all up to date *Please note we have added additional features to help manage your Organizational Structures
5. If all of your information is correct proceed to adding your teams
6. Add the number of teams you wish to pay for
7. Fill our payment information, make sure to Check the box agreeing to membership terms
8. Registration is complete. Log into the system to access AYF Member Benefits and add any additional users or teams.

ADDING USERS TO MYAYF

Once a user is added to MyAYF, they will be automatically emailed a personalized username and password for access to MyAYF. In some instances, these emails may end up in a junk mail or spam folder, please make sure your users know that they should expect an email sent by no-reply@myayf.com with subject line "Welcome to Myayf.com!"

Please note that after entering a user's contact information and selecting "save profile", the contact screen should return you to the main management page which lists all the users in that permission group, the screen should include the recently added user. If the newly added user DOES NOT display, this means that the user's information did not save. This happens because you did not enter the full information or complete the required contact fields. Try again and complete all the fields.

To add/modify LEAGUE CONTACTS and LEAGUE PERSONNEL:

1. Sign in to Myayf.com
2. Place mouse over 'Member Profile'
3. Select 'Administrative Users" (users for Myayf including: board members, administrators, etc.)'

To change one's Position:

1. Select 'Create a New Role'
2. Select the position you want that person to have and click add role.
3. At this point select choose and an existing administrative user' and choose the person you want to have this role
4. Select Add user

5. After you have added the new position, you can delete their old position by selecting “remove user/role” to the right of each user’s name

To add League Personnel:

1. Select ‘Create a New Role’
2. Select the position you want to assign
3. Click add role.
4. At this point you can add a new user or assign the role to an existing user.
5. Once you have added the user select ‘Add user”

To add Extra Users:

1. Sign into myayf.com
2. Go to ‘Member Profile’
3. Select ‘Administrative Users” (users for Myayf including: board members, administrators, etc.)’
4. Select ‘Create a New Role’
5. Select Extra User from the menu and click add role.
6. You can now add a new user or assign the role to an existing user.
7. Once you have added the user select ‘Add user”

To add/modify VOLUNTEERS:

1. Sign into myayf.com
2. Go to ‘Member Profile’
3. Select ‘Administrative Users” (users for Myayf including: board members, administrators, etc.)’
4. Select ‘Create a New Role’
5. Select Volunteer from the menu and click add role.
6. You can now add a new user or assign the role to an existing user.
7. Once you have added the user select ‘Add user”

To add/modify COACHES:

1. Sign into myayf.com
2. Go to ‘Member Profile’
3. Select ‘Team Management’
4. Select ‘Manage team’ located to the right of each team name.
5. Select Add Coach to add your coaches.
6. You can now add a new user or assign the role to an existing user.
7. Once you have added the user select ‘Add user”

Please note: If the information does not save and you return to the main Coaches Management Page, it is because you have not fully completed all of the required fields; please try again, this time remember to complete all the contact fields and click save.

Adding your coaches is a necessary part of the team roster submission, however, the coaches and player information is collected in different sections in MyAYF, this is to provide all League Personnel the opportunity to add coaches but not to modify player rosters (which must remain a strictly controlled process so that each organization may set their own protocol).

Note: Although coaches are added/designated through a different function than the players, they will be displayed on the same printable roster and be associated with their team in the database.

The automatic email that Coaches will receive once they are entered at MyAYF:

Congratulations, you have been added to the American Youth Football, myayf.com, and registration system as part of your league's enrollment with AYF.
Login to www.myayf.com for information, league resources, rulebooks, manuals, giveaways and other exciting features.
username: MemberXXXXX
password: XXXXXX
Thank you,
American Youth Football
the nations largest youth football program

To add/modify TEAM CONTACTS:

1. Sign into myayf.com
2. Go to 'Member Profile'
3. Select 'Team Management'
4. Select 'Manage team' located to the right of each team name.
5. Select Add Team Contact to add contacts
6. You can now add a new user or assign the role to an existing user
7. Once you have added the user select 'Add user"

Please note: If the information does not save and return you to the main Coaches Management Page, it is because you have not fully completed all of the required fields; please try again, this time remember to complete all the contact fields and click save.

The automatic email that Team Contacts will receive once they are entered at MyAYF:

Congratulations, you have been added to the American Youth Football, myayf.com registration system as a designated Primary Team Contact Person for a team in your league.
As a Team Contact Person you are the only team level individual to have access to input/modify/manage your teams official roster and it is your responsibility to input your teams roster into the MyAYF.com system before the due date of October 1st.
Please note: any changes/modifications to the team roster after the October 1st

deadline will render your team INELIGIBLE for any AYF/AYC sanctioned competitive play.
Login to www.myayf.com for information and to access your team roster, league resources, rulebooks, manuals and other exciting features.
username: MemberXXXXX
password: XXXXXX
Thank you,
American Youth Football
the nations largest youth football program

To add/modify Player Roster:

Please see the MANAGING ROSTERS Section of this manual on page 12.

MANAGING YOUR ORGANIZATION: USING THE 'MEMBER PROFILE' SECTION

This section includes instructions for a number of things that you will need to do at Myayf.com in order to run a smooth operation, facilitate data entry, remain a member in good standing and protect your eligibility for all of AYF/AYC benefits/services and events.

The entire process should be brief, follow the instructions and see how quick and easy it can be!

Official Membership Certificate:

Your membership certificate is your proof of Membership in American Youth Football, Inc. The Official Membership Certificate must be printed and included in your League By-Laws.

To Download and Print your Organizations Membership Certificate:

1. Sign into www.myayf.com
2. Click 'Member Profile'
3. Click Membership Certificate
4. Click 'Download your current AYF Charter' to view
5. Click on the double boxes in the upper right corner of the window to download a printable PDF version for print and/or to save to your computer.

Please note: you cannot alter your membership certificate; the number of teams reflected on your membership certificate is the number of team you have registered and paid for with AYF. If you need to add teams, see below.

ADDING TEAMS TO YOUR ORGANIZATION

If you have more teams participating than you originally registered for with AYF, you will need to add teams to your organizations membership. ALL member organization must register every team they field in that season with AYF in order to hold a Valid Membership. The number of teams that you are currently registered for is reflected on your Official Organization Membership Certificate, and this should be kept accurate and affixed to your League By-Laws.

To Add teams to your organization:

1. Sign into www.myayf.com
2. Click 'Member Profile'
3. Click 'Team Management
4. Click 'Add teams' at the top left of the page under your organizations name
5. Select the Type & Number of teams you wish to add
6. Then select Add and Pay for teams
7. Pay for your teams and then they will be added to your organization

Naming your Teams:

Before you 'name your teams' they will be displayed as being named "default 1,defaut 2, default 3…" Follow these steps in order to name the teams in your organization and replace the 'default' titles.

You will need to name your teams in order to appropriately identify them, once teams are named it will be simple to set their divisions, assign team contacts, coaches and players.

To Name each of your teams:

1. Sign into www.myayf.com
2. Click 'Member Profile'
3. Click 'Team Management
4. Select a team and click 'Manage Team'
5. Fill in Team Name and click 'save'
6. Continue for all the teams/squads in your organization

Designating your Teams Divisions:

To accurately designate your teams as AYF/AYC Divisions, view divisional descriptions in the official football and cheer rulebooks found in the "Rulebooks & Manuals" section.

To designate each teams division:

1. Sign into www.myayf.com
2. Click 'Member Profile'
3. Click 'Team Management
4. Select a team and click 'Manage Team'
5. See the drop down menu: Division

6. Select the teams division from the menu and click 'Save'

ROSTER MANAGEMENT:
ENTERING/MODIFYING the PLAYER ROSTERS

Remember, the following steps can only be accessed and completed by TEAM CONTACTS and LEAGUE CONTACTS.

Please note: Player rosters will not require an Address (street number or street name). These fields will show, but they do not need to be completed. While street address is not required, City, State and Zip code are mandatory fields.

There are two ways to enter your roster information into MyAYF. First is to simply enter the information into the roster form in MyAYF. The second way is upload a formatted excel file (must be saved as a (.csv)) with your rosters into MyAYF. Instructions for both follow.

Entering Rosters (without using an Excel Sheet):

To add Player Roster Information:

1. Sign in to www.myayf.com
2. Go to 'Rosters'
3. Click 'Manage Team' located under the team you wish to add a roster for
4. Complete the set of fields required for each player, then select 'Add Player"

Adding players to the roster: (must be done before October 1st!)

Follow same instructions as above.

To delete players: (must be done before October 1st!)

1. Sign in to www.myayf.com
2. Go to 'Rosters'
3. Click 'Manage Team' located under the team you wish to add a roster for
4. Click the 'X' to the right of each players information

To edit player information, add advanced details to the players profile:

1. Sign in to www.myayf.com
2. Go to 'Rosters'
3. Click 'Manage Team' located under the team you wish to add a roster for
4. Edit the players information
5. Once changes are made, make sure to click 'Save Roster'

Uploading rosters into MyAYF (using/uploading an excel .xls file):

To upload your team rosters using an Excel File, you must first format your rosters into an excel file that is formatted correctly.

Follow these instructions to download a correctly formatted excel file from MyAYF and then follow the instructions for how to complete the upload process.

***Rosters will not upload if you do not use our template exactly**

To download the excel format to enter your roster information:

1. Sign in to www.myayf.com
2. Go to 'Rosters'
3. Click 'Manage Team' located under the team you wish to add a roster for
4. At the top of the page select 'File Format Found Here'
5. Save the excel (.cvs) file to your computer
6. Input your teams roster information into the specified columns and save the file. *(street address is not required, but recommended so that you have a complete and useable roster for your use).*

To upload your completed teams excel .cvs roster into MyAYF:

1. Sign in to www.myayf.com
2. Go to 'Rosters'
3. Click 'Manage Team' located under the team you wish to add a roster for
4. Now select 'Choose File'
5. Select the completed roster file from your computer
6. Once you see the file displayed next to the Browse button, and click 'Upload Roster'

When adding new player(s) to a roster using an excel .xls file:

Create an excel file with only the new players on it to avoid the player appearing on the roster twice. Upload the excel file into MyAYF as above.

To delete players: (must be done before October 1st!)

1. Sign in to www.myayf.com
2. Go to 'Rosters'
3. Click 'Manage Team' located under the team you wish to add a roster for
4. Click the 'X' to the right of each players information

USING YOUR ROSTERS

Once you have entered your team rosters, league contacts and team contacts can download the rosters into a useable format/roster.

Downloading, Exporting and Printing Rosters:

1. Sign into www.myayf.com
2. Go to 'Rosters'
3. Click 'roster management'
4. Chose the team of the roster that you want to export/print
5. Click 'modify roster'
6. You will see a list of players - then click 'Jump to team….'
7. Scroll to select 'export team' and click 'GO'
8. This will download you roster to your computer in the format of an excel spreadsheet where you can save and/or print the rosters.

CONFERENCE PARTITION TOOL

The Conference Partition Tool (CPT) is only available for organizations that have 18 or more teams registered with AYF. It can be found in the 'Roster' section of MyAYF.

The purpose of the CPT is to facilitate the process of entering the contact information/data of large organizations. With the CPT, a conference administrator can add their conference personnel, and then add all of their associations/leagues to MyAYF and designate a primary league contact for each team, they can then parcel out the teams to their associations. The association level league contacts will then be responsible for managing their own league personnel, team contacts, coaches and rosters.

Large organizations are free to register either as a conference or as individual associations. This choice is left to the discretion of the conference and its member associations.

Adding Associations in Conference Partition Tool:

1. Sign into www.myayf.com
2. Click 'Member Profile'
3. Click 'Conference Tool"
4. Click 'Add a new Association'
5. Fill in Association Information and click 'save'
6. Continue for all Associations in your organization

Adding Associations Members using the Conference Partition Tool:

1. Sign into www.myayf.com
2. Click 'Member Profile'
3. Click 'Conference Tool"
4. Find the Association you want to add members to
5. Click "Associations Users"
6. Select the member roles you would like to add
7. Fill in member Information and click 'save'
8. Continue for all Associations in your organization

AYF PLAYER CARDS:

AYF Player Cards give registered AYF members access to our KIDS ONLY player's space atwww.ayfplayers.com. They are also used for specific promotions run by our sponsors. These promotions may vary so please visit the AYF Players section of MyAYF to see the current promotions (Click Here).

Player Cards are created online in MyAYF. They are then to be printed out and given to each registered kid in your organization.

Create AYF Player Cards:

1. Sign into www.myayf.com
2. Click 'Member Profile'
3. Click 'AYF Player Cards"
4. Click the Link that says "Click Here to Download Player Cards for your team(s)"
5. Type the number of cards you need into the box (1 card per player).
6. Click the button that says Generate Cards
7. Your Cards will be generated in a new window
8. Hand cards out to your players/teams
9. Make sure your kids use these cards to sign up for www.ayfplayers.com

SUMMARY

Some of these steps and the various permission levels may at first seem confusing, but AYF takes tremendous pride is listening and reacting to the comments and needs of our membership, so we have addressed many of the concerns of our administrators and understand the importance to have control over the data entry process.

All organizations differ and turnover is high, so it is necessary to offer a number of distinctions in designation/permission/accessibility.

Feel free to use the system however it works for you.

Have a wonderful season and contact us with any questions, concerns or suggestions!